



# Process Document for Grant Applications and Awards

## Sequim School District No 323

### Introduction

Grants come to the district from a number of sources including, but not limited to:

- State of Washington through the EDS (Educational Data System) portal or direct award situations
- Educational Service Districts
- The Federal Government through the EDS State system or federal direct award system
- Cities and Counties
- Private funds from 501(c)(3), non-501(c)(3) organizations, or grants and donations
- Other sources

### Steps to apply for grants

1. When the decision is made to apply for **any** kind of grant, an email notification must be sent to the Business Office and your immediate supervisor that a grant has been applied for.  
That email should include:
  - a. The name of the grant.
  - b. The name of the organization to which the application is being made.
  - c. The purpose for the grant.
  - d. If applicable, provide a copy of the completed grant application (not required for iGrants or Sequim Education Foundation (SEF)).
2. If the application is in iGrants and includes salaries, you **MUST** include benefit costs of 25% of the salary cost within the grant application.
3. If the iGrant includes indirect expenditures, you cannot budget those as direct expenditures.
4. The Business Office **MUST** review all grants before they are submitted.
5. If the application is successful, the Business Office must be notified immediately so revenue and expenditure accounts for the grant can be created within the district's books.
6. If the grant being applied for is from the SEF, the SEF will inform the Business Office of the list of funded grants before the spending can begin.
7. When the grant is expended, please let the Business Office know so the books can be closed.

### Payments

Payments for grants come to the district from a number of sources including, but not limited to:

- Claims through the state's EDS system after the expenditures have been realized.
- A direct award payment from the state or federal government, ESD, or cities and counties, prior to the spending, with a requirement to keep records of how those funds were expended.
- A check from other areas that are not federal or state which either pay after the fact for expenditures made or before the expenditures are made with the same requirement to keep records in case the donor asks for proof of spending.